

Comparisons of Job Characteristics

Focus Occupation: [Administrative Services Managers \(11-3011\)](#)

Associated Occupation: [Medical and Health Services Managers \(11-9111\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 58

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Medical and Health Services Managers (11-9111)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	17.7	17.5	0	Current knowledge level may be sufficient
English Language	11.2	17.0	14.0	<	Expanded education and/or training may be required
Administration and Management	8.4	15.1	13.5	<	Expanded education and/or training may be required
Education and Training	9.2	15.1	6.1	<<	Extensive education and/or training may be required
Psychology	6.4	14.5	4.7	<<	Extensive education and/or training may be required
Medicine and Dentistry	3.7	13.8	2.0	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	11.6	12.7	0	Current knowledge level may be sufficient
Sociology and Anthropology	4.1	10.9	2.8	<<	Extensive education and/or training may be required
Therapy and Counseling	3.8	10.2	2.4	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	9.2	12.3	>>	Current knowledge level is likely more than sufficient
Biology	3.7	8.7	1.3	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	7.2	2.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Medical and Health Services Managers (11-9111)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Judgment and Decision Making	9.4	12.8	10.0	<<	Extensive development of skills in this area may be required
Social Perceptiveness	9.1	12.8	10.7	<	A higher skill level may be required
Monitoring	9.9	12.7	10.1	<	A higher skill level may be required
Coordination	9.1	12.5	12.2	0	Current skill level may be sufficient
Time Management	8.9	12.4	11.5	0	Current skill level may be sufficient
Operations Analysis	5.0	12.2	6.1	<<	Extensive development of skills in this area may be required
Service Orientation	7.9	12.1	9.8	<	A higher skill level may be required
Instructing	7.8	11.6	9.0	<<	Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	11.2	10.5	0	Current skill level may be sufficient
Science	4.5	11.2	1.5	<<	Extensive development of skills in this area may be required
Negotiation	6.8	10.7	10.6	0	Current skill level may be sufficient
Persuasion	7.4	10.6	8.8	<	A higher skill level may be required
Systems Evaluation	6.4	10.5	7.7	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	6.5	7.3	>	Skill level is likely sufficient
Management of Financial Resources	3.3	5.5	6.9	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Medical and Health Services Managers (11-9111)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	15.0	13.6	<	Some improvement in abilities may be required
Written Comprehension	11.0	15.0	13.3	<	Some improvement in abilities may be required
Problem Sensitivity	11.1	14.7	11.2	<<	Extensive improvement in abilities may be required
Written Expression	9.8	14.1	13.3	0	Current ability level may be sufficient
Deductive Reasoning	10.6	13.0	10.8	<	Some improvement in abilities may be required
Category Flexibility	9.0	11.0	8.7	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	10.2	7.9	<	Some improvement in abilities may be required

Mathematical Reasoning	6.3	9.3	6.9	<<	Extensive improvement in abilities may be required
Time Sharing	6.6	8.2	7.4	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 73

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Medical and Health Services Managers (11-9111)

Work Activities	Exclusivity of Activity
Adhere to safety procedures	12
Analyze operational or management reports or records	62
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Direct and coordinate activities of workers or staff	3
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain records, reports, or files	5
Use facility management techniques	84
Use negotiation techniques	67

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 81

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Medical and Health Services Managers (11-9111)

Tools and Technologies	Exclusivity
Business function specific software	1
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.